



RUNNING FOR LOCAL OFFICE

Make a difference...

Serve your community!

Provided by the Office of the City Clerk
Donna Norris, CMC, City Clerk



Dear Potential Candidate,

This brochure was prepared to assist Chula Vista electors who are considering running for office. This guide is not all-encompassing; it merely summarizes the basic requirements to establish candidacy. Candidates, political committees, and anyone interested in elective office should not, therefore, rely solely on this guide, but should seek legal counsel or contact me for more detailed information.

There are six elected positions in Chula Vista: a full-time Mayor, four part-time Councilmembers and a City Attorney; currently, all are elected at large.

Councilmembers run for a specific seat (numbered one through four), and candidates must declare the seat for which they are running at the time they file the form declaring their intent to be a candidate.

General municipal elections are conducted every even-numbered year and are consolidated with the state primary election. The election process requires a "run-off" election, held in November of the same year, for each office, regardless of whether one candidate receives greater than 50% of the vote in the general election. If only two candidates qualify to run for the seat, no election will be held in June, and the two candidates will be on the ballot in November. The candidate with the highest number of votes will be elected.

I trust this brochure will address many of your preliminary questions, but please feel free to contact me at (619) 691-5041 if you need additional information.

Best Wishes,

A handwritten signature in black ink that reads "Donna Norris". The signature is written in a cursive, flowing style.

Donna Norris, CMC, City Clerk

General Qualifications to Run For & Hold Public Office

AGE AND CITIZENSHIP

A person must be 18 years of age and a citizen of the state at the time of his or her election. *Government Code §1020*

RESIDENCY

A person must be a resident of Chula Vista and a registered voter of the City to run for a seat on the City Council at the time nomination papers are issued.

Chula Vista Charter §300(A)(1), §300(A)(2)

CITY ATTORNEY QUALIFICATIONS

To run for and hold the Office of City Attorney, a person must be a citizen of the United States, a qualified elector, and a California resident, licensed to practice law in all courts of the State of California and so licensed for at least seven years preceding his or her assumption of office following the election. *Chula Vista Charter §503(D)*

CONVICTION OF CRIMES

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. *Government Code §1021*

FILING FOR MORE THAN ONE OFFICE

No person may file nomination papers for more than one office at the same election. *California Elections Code §8003b*

Declaring Candidacy

In order to become a candidate, the first step in the process is to file a Fair Political Practices Commission (FPPC) Form 501 (Declaration of Candidacy) with the City Clerk. The form may be obtained in hard copy from the City Clerk or electronically from FPPC's website at **www.fppc.ca.gov**.

In accordance with Municipal Code §2.52 (the campaign contribution ordinance), candidates may begin raising and spending funds 11 months prior to the election. Another important provision is that candidates may not solicit or accept a contribution in excess of \$310 per election from any individual. A copy of the complete code section may be obtained from the City Clerk's Office or the City's website at **www.chulavistaca.gov**.

A candidate must form a campaign committee within 10 days of receiving \$1,000 in contributions by filing FPPC Form 410. The form may be obtained from the City Clerk's Office or the FPPC website. The candidate must file the originally signed form with the Secretary of State, and a copy with the City Clerk. The Secretary of State will then issue a campaign committee number for use on campaign literature and future campaign disclosure filings.

Filing Nomination Papers

All candidates wishing to be placed on the ballot are required to complete the nomination process. To obtain nomination papers, schedule an appointment to meet with the City Clerk during the nomination period, which is 113 to 88 days prior to the election. *Elections Code §10220*

During your meeting with the City Clerk, you will be given a Candidate Filing Guide containing useful information and regulations regarding your campaign.

You will also receive the following documents to complete and file by the end of the nomination period:

- Nomination Petition
- Candidate's Statement of Qualifications Form (filing is optional)
- Code of Fair Campaign Practices (filing is optional)
- Form 700, Statement of Economic Interests
- Form 501, Candidate Intention Statement (if not yet filed)
- Form 410, Committee Organization Statement (if not yet filed)



Filing a Candidate's Statement of Qualifications to be printed in the sample ballot is optional. Candidates who choose to file a statement must bear the actual cost of printing and distribution.

The Registrar of Voters will estimate the cost, and the candidate will pay the estimated cost at the time of filing nomination papers. Statements are limited to 200 words. *Elections Code §13307, Chula Vista Council Resolution*

Financial and Campaign **Disclosure Obligations**

Candidates and office holders are required to comply with federal, state and local campaign finance laws, as well as disclose their economic interests. They must file periodic reports on a schedule established by the Fair Political Practices Commission. Failure to file appropriate statements and reports can result in substantial criminal, civil, and administrative penalties. Failure to file within prescribed deadlines can also lead to monetary filing penalties for each day a statement is late. The appropriate forms may be obtained from either the City Clerk's Office or the FPPC website, www.fppc.ca.gov.

Please be aware that all statements and information submitted in conjunction with the statements are a matter of public record, available for review by any requester.

STATE REQUIREMENTS

The Political Reform Act (Title 9 of the Government Code), in part, provides that:

- Receipts and expenditures in election campaigns should be fully and truthfully disclosed in order that the voters may be fully informed and improper practices may be inhibited. *Gov. Code §81002a*
- Assets and income of public officials that may be materially affected by their official actions should be disclosed, and in appropriate circumstances the officials should be disqualified from acting in order that conflicts of interest may be avoided. *Gov. Code §81002(c)*

Forms and manuals may be obtained from the City Clerk's Office or the FPPC website, www.fppc.ca.gov.

LOCAL REQUIREMENTS

Chula Vista's elections are conducted in accordance with the California Elections Code. In addition, the City has imposed contribution limitations on campaigns for City elective offices. These requirements and limitations, which are in addition to state requirements, are contained in Municipal Code Section 2.52, a copy of which may be obtained either from the City Clerk's Office or the City's website at www.chulavistaca.gov. All City candidates must report contributions and expenditures on the FPPC forms and comply with disclosure requirements and filing deadlines set forth in the Political Reform Act.

FEDERAL REQUIREMENTS

The Federal Election Campaign Act (2 U.S.C. Section 441e) prohibits contributions from foreign nationals in connection with any local, state, or federal election for political office.

Frequently Asked Questions

Q Must I live in Chula Vista in order to run for elected office?

A **You must be a resident and a registered voter of the City to run for a seat on the City Council. Candidates for City Attorney must be residents and qualified electors of the State.** *Chula Vista Charter §300(A)(1), §300(A)(2), §503(D)*

Q If a person owns a business in Chula Vista, but does not live in Chula Vista, is she or he able to sign the nomination petition?

A **No, only persons residing and registered to vote in Chula Vista may sign the petition.** *California Elections Code §10220*

Q Are the mayoral and council positions partisan or non-partisan?

A **Elections for city offices are non-partisan, meaning candidates do not have to declare a political party in order to run for office.** *California Elections Code §334*

Q How many signatures are required on the nomination petition?

A **A minimum of 20 and a maximum of 30.** *California Elections Code §10220*

Q Do I have to wait until the nomination filing deadline to turn in my nomination petition and other forms?

A **No, you may turn in the forms as soon as they are complete. Candidates are encouraged to make an appointment with the City Clerk to file nomination papers.**

Q Who do I contact if I have additional questions?

A **City Clerk Donna Norris is the Elections Official for Chula Vista. Donna will answer your questions or refer you to the appropriate person or agency. She may be reached at (619) 691-5041.**

IMPORTANT CONTACTS



OFFICE OF THE CITY CLERK

276 Fourth Avenue, Chula Vista, CA 91910
Phone: (619) 691-5041 / Fax: (619) 585-5774
www.chulavistaca.gov

- Campaign Statements for Local Committees and Candidates
 - Forms and Manuals
 - Filing Schedules
-

SAN DIEGO COUNTY

Registrar of Voters

5201 Ruffin Rd, Suite I, San Diego, CA 92123
Phone: (858) 565-5800 or (800) 696-0136 / Fax: (858) 694-2955
www.sdvote.com

- Mail Ballots
- Voter Index/Precinct Lists
 - Mailing Labels
 - Voter Registration

SECRETARY OF STATE

Political Reform Division

1500 11th Street, 4th Floor, Room 495, Sacramento, CA 95814
Phone: (916) 653-6224 / Fax: (916) 653-5045
www.ss.ca.gov

- Committee Identification Numbers
- Formation and Termination of Committees

FAIR POLITICAL PRACTICES COMMISSION

428 J Street, Suite 620, Sacramento, CA 95814
Phone: (866) 275-3772 (Toll Free) / Fax: (916) 322-3711
www.fppc.ca.gov

- Campaign Disclosure
- Conflict of Interest Disclosure